

**SCHOOL POLICIES
INDEPENDENT SCHOOL DISTRICT 16**

POLICY	203	Page: 1 of 2
SERIES	200	School Board
SUBJECT	203	Operation of the School Board—Governing Rules
Adopted		November 14, 2000
Revised		June 10, 2003; June 14, 2011

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the School Board.

II. GENERAL STATEMENT OF POLICY

In governance, the School Board meeting shall allow for School Board members to participate in discussion and decision of school district issues and shall apply Rules of Order which allow School Board members the opportunity to review District-related topics, discuss those business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for School Board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the School Board consistent with Minnesota statutes; and
- C. Robert’s Rules of Order, Revised (latest edition) where not inconsistent with A and B above.

IV. ORGANIZATIONAL MEETING

- A. The School Board shall annually hold the School District Organizational Meeting the first Board meeting in January. The following designations shall be made at the annual meeting:
 - 1. The School District attorney and auditor shall be appointed for a one-year term, or as needed.

2. The official depository for School District funds shall be designated from July 1 or as soon thereafter as possible, until June 30 of the following year, or until a new depository is designated.
3. Regular and Special School Board meeting dates and times shall be designated.
4. The School Board shall establish its annual financial stipend. The District shall carry an insurance policy to indemnify School Board members for errors of commission and omission committed in the course and scope of their duties as members.

V. CHANGES IN SCHEDULED TIMES/PLACE OF MEETINGS

All School Board members and the Superintendent must be notified within 3 days of any changes in the time and place of School Board meetings. Special meetings may be called in accordance with state statute.

VI. DURATION OF MEETING

No meeting shall continue beyond 10:00 p.m. unless a two-third majority of the Board votes to extend it until not later than 11:00 PM, at which time the meeting is automatically recessed.

V. RATIONALE

Rationale: An orderly School Board meeting allows School Board members to participate in discussion and decision of school district issues. Rules of order allow School Board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

Legal References: Minn. Stat. § 123B.09, Subds. 6, 7 and 10U (School Board Matters)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 471.705 (Open Meeting Law)

Cross References: